

INSTRUCTIONS FOR COMPLETING HABITAT PARTNERSHIP PROGRAM HABITAT ENHANCEMENT AND WILDLIFE MANAGEMENT PROJECT PROPOSAL FORMS

(To increase your chances of funding, please read and follow these instructions!)

All habitat enhancement and wildlife management project proposals should be submitted to the Game Branch on "Project Proposal" forms by **March 1**.

PROJECT INFORMATION

Project Title – A brief title describing the project. Include local names in title rather than generic terms.

Project Number: - A project administration number to be assigned by the Game Branch.

Project Type - Examples: Water development, mechanical thinning, prescribed burn, revegetation, predator control, transplant, etc. If more than one project type, list components.

Project Description – A brief description of the enhancement project.

Wildlife Species to Benefit – List big game species targeted in this project and estimated percentage of use/benefit. These numbers will be useful when acquiring funding from multiple organizations. DO NOT list any species that make up <25% of expected benefit.

Possible Funding Partners – DO NOT fill in. The Game Branch will list what organization(s) the proposal will be sent to.

Implementation Schedule - List month and year when project is expected to be initiated and completed.

PROJECT FUNDING

Special Big Game (SBG) Funds Requested - List amount of SBG funds requested. For multi-year funding requests, show annual amounts and grand total.

Cost Share Funds – List total of cost share funding to be included. List detailed description of cost share funding in the Itemized Use of Funds section of the proposal. List all matching funds and their source. In-kind, volunteer labor, hunter access all count. ORIGINAL COST OF EXISTING PROJECT DOES NOT QUALIFY AS MATCH!

Total Project Cost – Total of SBG funds and all matching/ partner funds.

PARTICIPANT INFORMATION

Applicant - Identify the specific contact person (the person most familiar with the project). Include address and telephone number. This individual must be authorized by his or her agency to receive and administer project money. **If a private individual, a Stewardship Agreement with the Arizona Game and Fish Department will be required.**

AGFD Contact – If the applicant is not AGFD personnel, the proposal should be coordinated with a representative of the AGFD.

Coordinated with - List land management agency personal, and /or private landowner consulted with when developing the proposal. The expectation is that coordination with other agencies occurs prior to project proposal submission.

Applicant's Signature – Applications may be submitted electronically to save time, however, a signed original must be sent to the Game Branch (address on application). Proposals must be signed by the agency or individual that will be responsible for completing the project and administering the funds.

DETAILED PROJECT INFORMATION

Need Statement/ Problem Analysis - What resource problems will be addressed by this project? What are the anticipated benefits to the wildlife resource?

Project Objective - List specific objectives. Examples:

- a) Improve water availability for antelope-elk-mule deer on critical winter range.
- b) Improve forage quality and quantity on mule deer winter range.
- c) Improve antelope fawn survival.
- d) Establish bighorn sheep into unoccupied sheep habitat.

Project Strategies - List specific actions that will be taken to achieve the project objective. Examples:

- a) Deepen and seal existing dirt tank with bentonite to improve water holding capability.
- b) Use agra axe to thin junipers on 500 acres of winter range.
- c) Remove coyotes from antelope fawning areas prior to fawn drop.
- d) Transplant 25 bighorn sheep.

Project Location – Provide legal description (township, range, section). It is advisable to attach a map with project site clearly marked. Include size, in acres, of habitat enhancement project, and land ownership at project site.

Land Ownership at Project Site – Very important! List landowner's name if private property. Private property projects require a Stewardship agreement and may also be eligible to receive funding from the Landowner Incentive Program.

Habitat Description – What are the major vegetative types and associations? Include average elevation.

Itemized Use of Funds – Important! Identify specifically how SBG funds will be used (helicopter \$5,000; Agra-Axe \$15,000; guzzler \$2,500; etc.). Also include itemized break down of cost share funding. Who will request payment, for what amounts, and for which project components? It is advisable to consult with possible vendors for accurate estimates of project costs.

List Cooperators and Describe Potential Participation – List cooperators who may provide materials, equipment, or labor.

Project Monitoring Plan - Identify what monitoring program exists or will be implemented to assess and quantify the results achieved by the project. Include both short term and long term monitoring.

Project Maintenance – If needed, who will provide maintenance for this project?

Project Completion Report to be Filed By – Who is responsible for the submitting the Project Completion Report?

Water Development Projects- Water Development Worksheet is to be completed and included only with water projects. List individual in Development Branch through which this project has been coordinated. **Water development projects must be coordinated with Ron Christofferson (602) 789-3482 or Mike Demlong (602) 789-3483 prior to proposal submission.**

Tree Shear (Agra-axe) Projects – Costs vary from site to site. Terrain features such as excessive slope or rockiness will influence the overall cost. There are four vendors currently on contract and they are typically willing to visit the site and assist in determining cost.

REPORTING PROCEDURE

A Project Completion Report must be submitted within 30 days of project completion. This is a requirement for all funded projects. As applicable, photos or other graphic material may be requested.

Projects approved for funding, on which no action has been taken within 24 months of funding approval must be closed out and resubmitted, if desired. It is not necessary to complete the project within 24 months, however, any projects should at least be

started within 24 months. A status report for all funded projects is due by January 31 of the year following funding approval. This step facilitates reporting to the funding partners.

PROCEDURE FOR SUBMITTING PROPOSALS

Proposals should be submitted to the Game Branch on or before March 1. Electronic copies are preferred with a signed hard copy sent via mail. For additional information contact:

Mark Zornes
Arizona Game and Fish Department, Game Branch
2222 W. Greenway Road
Phoenix, Az. 85023
(602) 789-3352
Fax (602) 789-3929
E-mail: mzornes@gf.state.az.us

**ARIZONA GAME AND FISH DEPARTMENT
HABITAT PARTNERSHIP PROGRAM
HABITAT ENHANCEMENT AND WILDLIFE MANAGEMENT PROPOSAL**

PROJECT INFORMATION	
Project Title:	Project No.
Region/GMU:	HPC:
Project Type:	
Project Description:	
Wildlife Species to Benefit:	
Possible Funding Partners:	
Implementation Schedule: Beginning: Completed:	
PROJECT FUNDING	
SBG Funds Requested: \$	
Cost Share Funds: \$	
Total Project Costs: \$	
PARTICIPANT INFORMATION	
Applicant:	Address:
Telephone:	
AGFD Contact and Phone No. (If applicant is not AGFD personnel)	
Coordinated with:	
Applicant's signature:	Date:

SEND COMPLETED APPLICATIONS TO:

Mark Zornes, Game Branch
2221 W. Greenway Rd.
Phoenix, AZ 85023
mzornes@gf.state.az.us

NEED STATEMENT/PROBLEM ANALYSIS:

PROJECT OBJECTIVES:

PROJECT STRATEGIES:

PROJECT LOCATION:

LAND OWNERSHIP AT PROJECT SITE (Please state specifically if PRIVATE PROPERTY and provide landowner's name):

IF PRIVATE PROPERTY, IS THERE A STEWARDSHIP AGREEMENT BETWEEN THE LANDOWNER AND THE DEPARTMENT?

HABITAT DESCRIPTION:

ITEMIZED USE OF FUNDS:

LIST COOPERATORS AND DESCRIBE POTENTIAL PARTICIPATION:

PROJECT MONITORING PLAN:

PROJECT MAINTENANCE:

PROJECT COMPLETION REPORT TO BE FILED BY:

WATER DEVELOPMENT PROJECTS (see attached worksheet):

TREE SHEARING (AGRA-AXE, PUSH) PROJECTS (see attached worksheet):

PROJECT COMPLETION REPORT

(Please complete the report and forward to Game Branch
within 30 days of the completion of the project. THANK YOU!)

Project Title: _____

Project number: _____

GMU: _____

Project Coordinator (IF NOT APPLICANT): _____

Agency: _____

Address: _____

Phone: _____

Email: _____

Project Completion Date _____

COOPERATING AGENCIES AND/OR CONSERVATION GROUPS, LANDOWNERS, ETC.:

PROJECT ACCOMPLISHMENTS:

PROJECT RESULT ACTIONS:

(List practices implemented as a result of project, i.e. area rested from grazing for 2 yrs., season recommendations revised based on new distributions, data received from project, etc.)

COMMENTS ABOUT THE PROJECT:

(Please list updates, reports, concerns, suggestions)

MAINTENANCE/MONITORING SCHEDULE (from this point on): WHO and WHEN?

PHOTO: (Please attach)

MAIL COMPLETED PROJECT COMPLETION FORM TO:

**Mark Zornes, Game Branch
Arizona Game and Fish Department
2221 W. Greenway Road
Phoenix, AZ 85023**

ARIZONA GAME AND FISH DEPARTMENT **WATER DEVELOPMENT WORKSHEET**

PROJECT NAME: _____

- 1) Is the water development listed as a priority in the most recent "Wildlife Water Development Annual Work Plan?"
- 2) Please list the Development Branch personnel coordinated with for this project.
- 3) What is the estimated annual inches of precipitation for the area? (mark one)
___2-4 ___4-6 ___6-8 ___8-10 ___10-12 ___12-14 ___14-16 ___>16
- 4) Is there a perennial water source available to big game within five miles of this project?
___YES (please complete #5 below) ___NO (skip #5 below)
- 5) For the accessible, perennial water source nearest this project:
Name of water source:
Type of water source (catchment, spring, dirt tank, etc.):
Ownership of water source:
Distance in miles from project:
- 6) Is the target wildlife species a result of transplant efforts? ___YES ___NO
- 7) Please list any special land management status for the project site (i.e. Wilderness, National Park, National Monument, etc). If private land, list landowner.
- 8) Please provide the following information about access to the proposed site:
Type of access (mark one): ___2x4 vehicles ___4x4 only ___foot only**
**If foot access only: Distance in miles: Approx. hiking time:

-- Does access to this site require crossing private or tribal lands? ___YES ___NO

-- Please describe any restrictions to public access:
- 9) Please list below (or on a separate sheet) the material type and dimensions of each component proposed to be added, modified, or repaired.

ARIZONA GAME AND FISH DEPARTMENT TREE SHEARING WORKSHEET

PROJECT NAME: _____

- 1) What is the estimated acreage of the project?
- 2) How are the trees to be cleared? (agra axe, chain saw, push):
- 3) What is the estimated number of trees per acre?
- 4) Describe trees to be cleared (species, estimated diameter, single stem, multi-stem):
- 5) Describe terrain (slope, soil type, rocks, etc.)
- 6) Please list any special land management status for the project site (i.e. Wilderness, National Park, National Monument, etc). If private land, list landowner.
- 7) Please provide the following information about access to the proposed site:
Type of access (mark one): ☐ 2x4 vehicles ☐ 4x4 only ☐ foot only**
**If foot access only: Distance in miles: Approx. hiking time:

Does access to this site require crossing private or tribal lands? ☐ YES ☐ NO

Is the site relatively accessible for tree shearing equipment? ☐ YES ☐ NO

Please describe any restrictions to public access: